

BLAINE COUNTY

Submittal and Review Process for Certificate of Survey

Certificate of Survey for review can be submitted either electronically OR in hard copy format. The process for each submittal type is outlined below:

Electronic Submittal: Complete survey review application and submit the required documents for review in PDF format to the Blaine County Examining Land Surveyor (see contact information below).

Hard Copy Submittal: Complete survey review application and submit the required documents for review to the Blaine County Examining Land Surveyor (see contact information below).

Review Process: Examining Land Surveyor will complete preliminary review of COS and coordinate with County Sanitarian to ensure compliance. Upon completion of review the Examining Land Surveyor will provide completed checklist and comments to the submitting Land Surveyor.

The submitting Land Surveyor will make necessary corrections (if needed), and submit a Record Set of drawings for final review and filing. The Record Set must be stamped and signed by submitting Land Surveyor and contain notarized signature(s) of landowner(s). The Record Set will be mailed to the Examining Land Surveyor for final review and signature. Examining Land Surveyor will mail the signed Record Set and the completed checklist to the submitting Land Surveyor. A copy of the completed checklist and review application will be forwarded to the Clerk and Recorder.

When the Record Set has all the necessary signatures, the submitting Land Surveyor and/or Landowner will deliver to Clerk and Recorder for filing. The review fee of \$250 is due at time of filing, along with the filing fee and any supplemental documents (deeds, certificates, etc.) as required by the Clerk and Recorder. Remit payment to Blaine County Clerk and Recorder.

Contact Information:

Clerk and Recorder

Blaine County Clerk and Recorder
c/o Laurie Sue Rigg
P.O. Box 278
Chinook, MT 59523
(406)357-3240
LRigg@blainecounty-mt.gov

Examining Land Surveyor

WWC Engineering
c/o Jake Ziska
1275 Maple Street, Suite F
Helena, MT 59602
(406)443-3962
jziska@wwcengineering.com

BLAINE COUNTY

Survey Review Checklist

Date: _____ File No. _____

Submitting Land Surveyor: _____

EXEMPTION CLAIMED: ☐ Boundary Relocation ☐ Family Transfer ☐ Mortgage
☐ Court-ordered ☐ Retracement ☐ Ag Tract
☐ Misc. (public utility site, cemetery, etc)

PLANNING/ZONING APPROVAL:

☐ Documentation of survey approval by City (Applicable ONLY for survey lying within city limits of Chinook or Harlem)

INITIAL REVIEW

1. ☐ Name(s) of Owners
2. ☐ Title Block
3. ☐ Names of adjoiners and/or adjoining Cert. of Survey
4. ☐ Legal Description of tract surveyed, and any remainders less than 20 acres
5. ☐ Dimensions and area of each parcel proposed
6. ☐ All parcels (existing and proposed) labeled by number or letter
7. ☐ Certificate of County Treasurer
8. ☐ Landowner certificate citing subdivision exemption (N/A for retracement)
9. ☐ Certificate of Examining Land Surveyor
10. ☐ Sanitary restriction exemption or documentation of review approval
11. ☐ Date Survey Completed (must be within 180 days of filing)
12. ☐ Signature and Seal of Licensed Professional Land Surveyor
13. ☐ Deed for tract(s) surveyed
14. ☐ (Boundary Relocation Only) Signatures of all landowners whose parcels will be altered by the survey
15. ☐ (Boundary Relocation Only) Boundary of resulting parcel, if a boundary is completely eliminated
16. ☐ (Boundary Relocation Only) Lots modified in a platted subdivision must be entitled "Amended Plat of the (subdivision)", but for all other purposes if a Certificate of Survey
17. ☐ (Family Transfer Only) Name of Grantee, Relationship of Grantee/Grantor, Parcel to be conveyed to Grantee
18. ☐ (Ag-Tract Exemption Only) Covenant language on survey

Initial Review completed by: _____ Date: _____

FINAL REVIEW

1. ☐ Corrections/Revisions completed as requested
2. ☐ Notarized signature of landowner(s)
3. ☐ Signed Stamp and Date by Licensed Professional Land Surveyor
4. ☐ Deed for newly created parcel(s)
5. ☐ (Boundary Relocation Only) Quit claim or warranty deed or recordable agreement from adjoining landowner for that portion of the tract(s) being altered
6. ☐ (Mortgage Survey Only) Letter from lending institution that requested survey
7. ☐ (Court-Ordered Survey Only) Copy of judicial document that ordered survey

Final Review completed by: _____ Date: _____

BLAINE COUNTY

Survey Review Application

INITIAL REVIEW

Date: _____

Landowner(s) Name(s): _____

- ☐ Three (3) Paper Copies or PDF of Certificate of Survey
- ☐ Copy of any existing survey(s) for parcel being surveyed
- ☐ Deed for Tract(s) of Record
- ☐ Copy of easement documents (existing or proposed)
- ☐ Judicial Document ordering completion of survey (Court-ordered survey)
- ☐ Documentation for Removal of Sanitary Restrictions (unless exemption is claimed)

RECORD SET REVIEW

Date: _____

- ☐ Two (2) Mylar copies with Surveyor's signature and seal, and notarized signature(s) of landowner(s)
- ☐ Three (3) Paper copies with Surveyor's signature and seal, and notarized signature(s) of landowner(s)
- ☐ One (1) electronic copy (PDF format)
- ☐ Draft Copy of Deeds of Transfer (none needed for retracement surveys)
- ☐ Bank Authorization Letter (mortgage survey only)

Contact Information:

Clerk and Recorder

Blaine County Clerk and Recorder
c/o Laurie Sue Rigg
P.O. Box 278
Chinook, MT 59523
(406)357-3240
LRigg@blainecounty-mt.gov

Examining Land Surveyor

WWC Engineering
c/o Jake Ziska
1275 Maple Street, Suite F
Helena, MT 59602
(406)443-3962
jziska@wwcengineering.com